Medical Event Reporting through the Naval Disease Reporting System (NDRS)

Created by

Carla Mason
Navy and Marine Corps Public Health Center
Population Health Department
Portsmouth, Virginia

Naval Disease Reporting System

- **Electronic data entry and transmission**
  - **Mandated by Presidential Decision Directive NSTC-7, “Emerging Infections”**
  - **Part of USN & USMC Global Emerging Infections Surveillance and Response activities**
  - **Required as part of Medical Readiness Checklist**

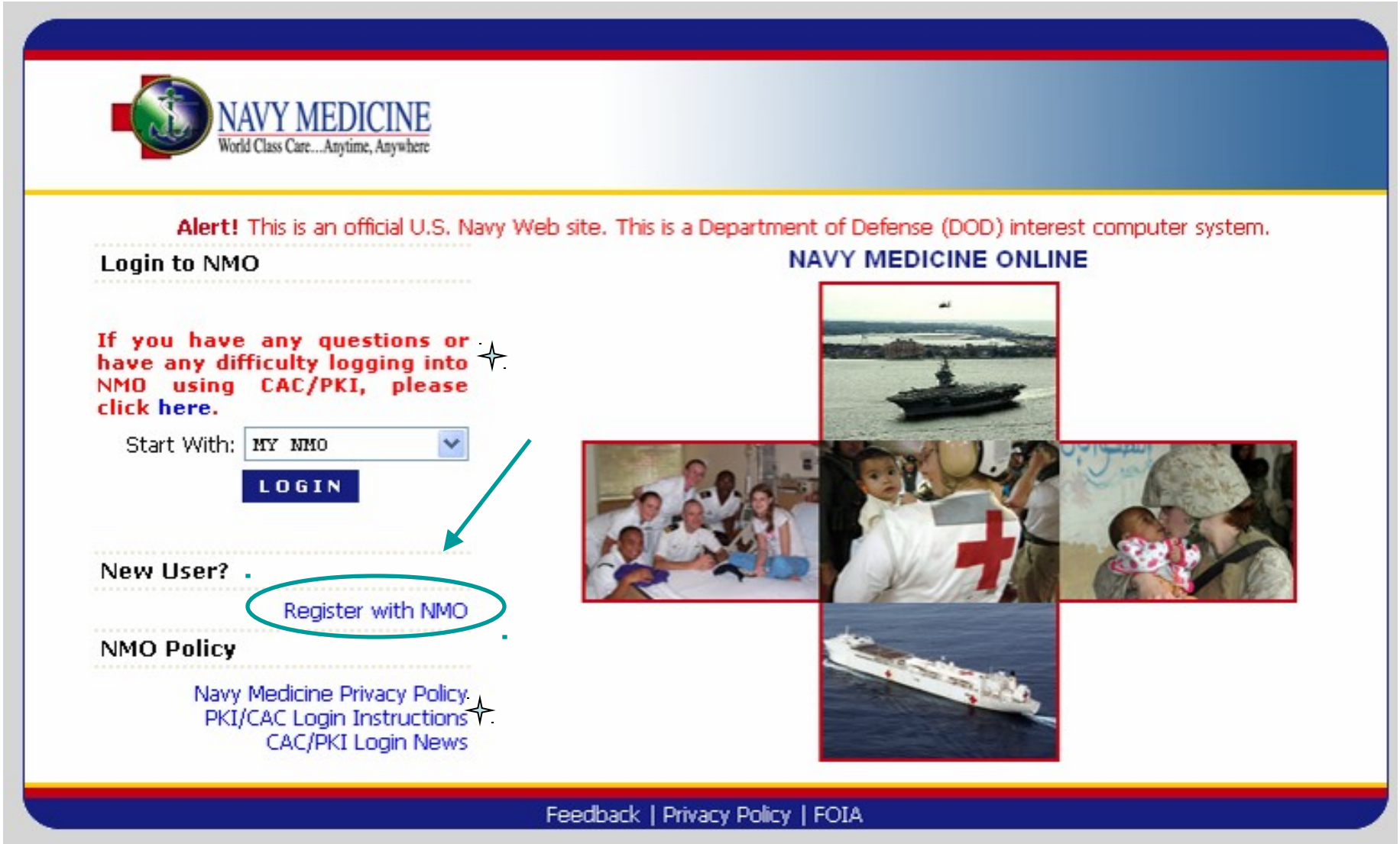
- **Reportable diseases & conditions:**
  - **Includes ICD-9 Codes on the Tri-Service list**
  - **Incorporated into automated reporting program**
  - **Developed in conjunction with USAF and USA**

- **Surveillance: Data collection**
  - **Runs in Internet Explorer 6.0, allowing pop ups**
  - **Access via help desk administrator after submission of SAAR Form DD-2875**
  - **Training support via on-line tutorial by teleconference, tutorial documents, and annual conference**
  - **FAQs Available via Pop Health Website and NDRSi website**
  - **Secure File Cabinet in Navy Medicine Online ensures the security of the data for those with limited internet capabilities**

Establishing a Navy Medicine Online (NMO) Account

First things first: Go to NMO at https://nmo.med.navy.mil/ and register. You will need a CAC card for access.

Once registered, contact ndrs@nehc.med.navy.mil to request to be added to the NDRS User Upload Group.

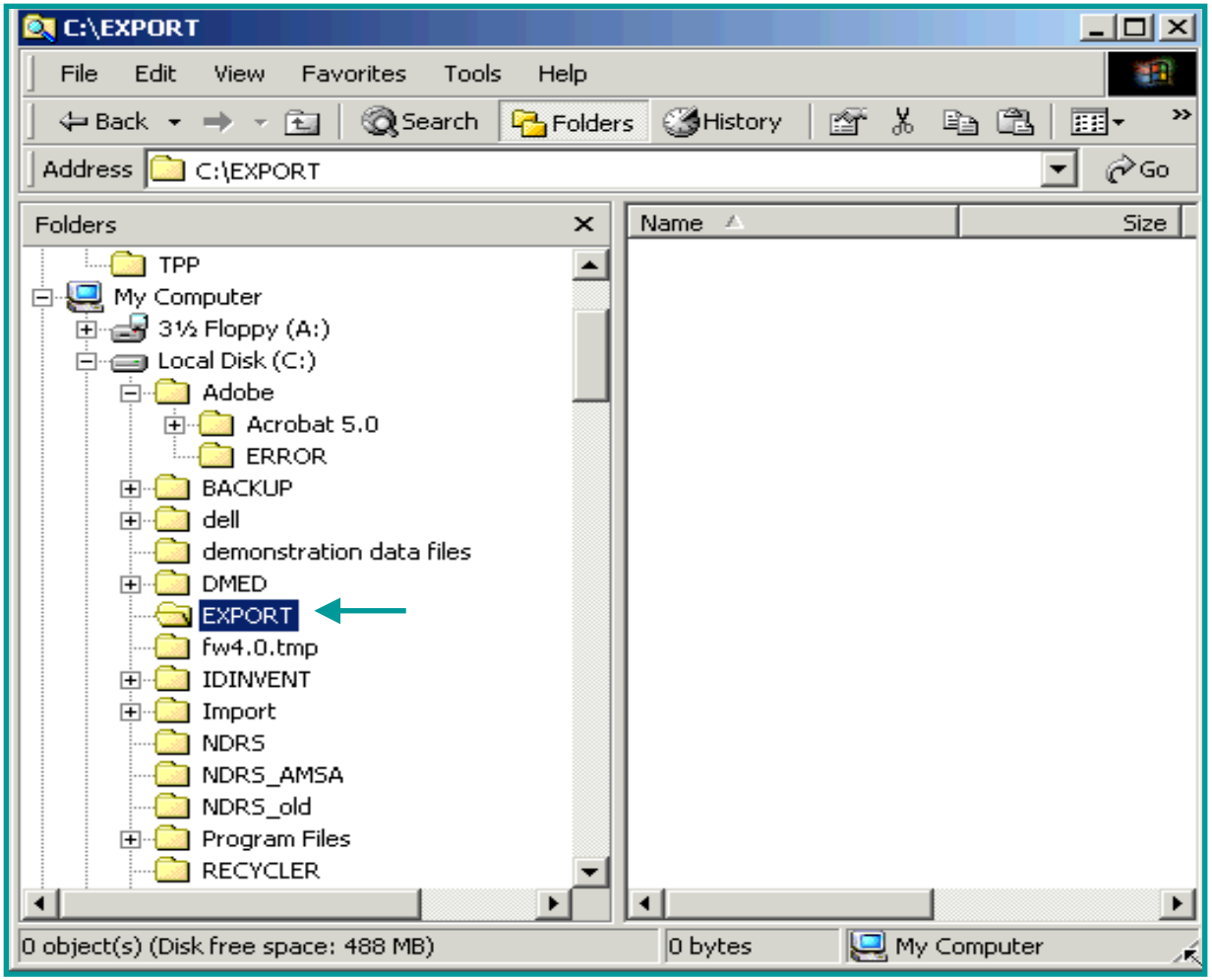

NAVY MEDICINE
World Class Care...Anytime, Anywhere
Alert! This is an official U.S. Navy Web site. This is a Department of Defense (DOD) interest computer system.
Login to NMO
If you have any questions or have any difficulty logging into NMO using CAC/PKI, please click here.
Start With: MY NMO
LOGIN
New User?
Register with NMO
NMO Policy
Navy Medicine Privacy Policy
PKI/CAC Login Instructions
CAC/PKI Login News
NAVY MEDICINE ONLINE
Feedback | Privacy Policy | FOIA

Procedures for MID/IT

If you do not have permissions to your C:\ drive then have your MID/IT department follow this slide.

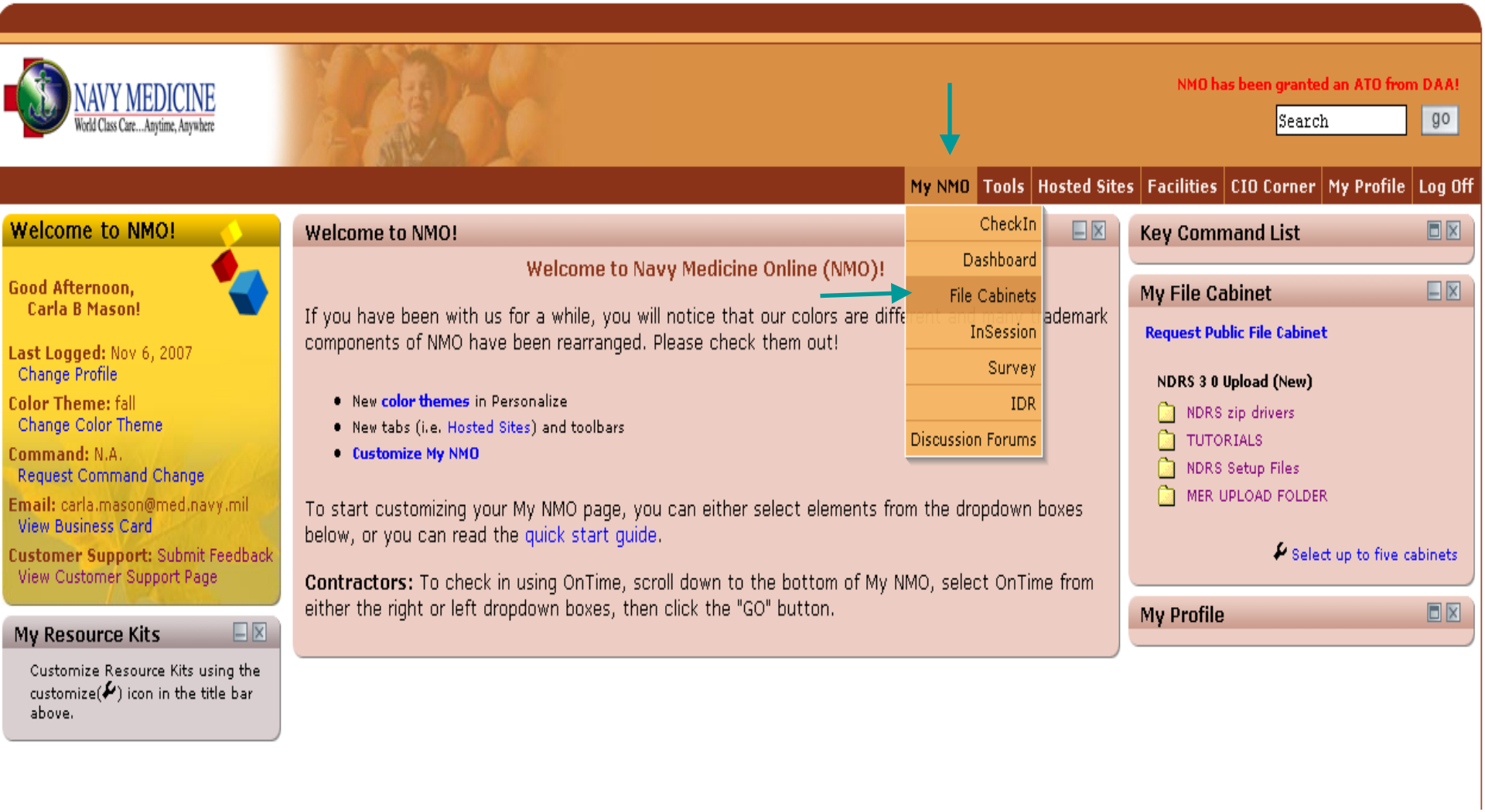
Create Export Folder

Manually create an "Export" folder on your C:\ drive or server. If using shared drive, each member using SAMS or uploading files will need full access rights to this folder. Data records are exported from SAMS to this folder. The SAMS program automatically defaults to the C:\ drive if ever an error during export, so it is recommended that a folder be added to each member's C:\ drive as well and have full access. **FOLDER MUST HAVE RESTRICTED ACCESS TO OTHERS.**



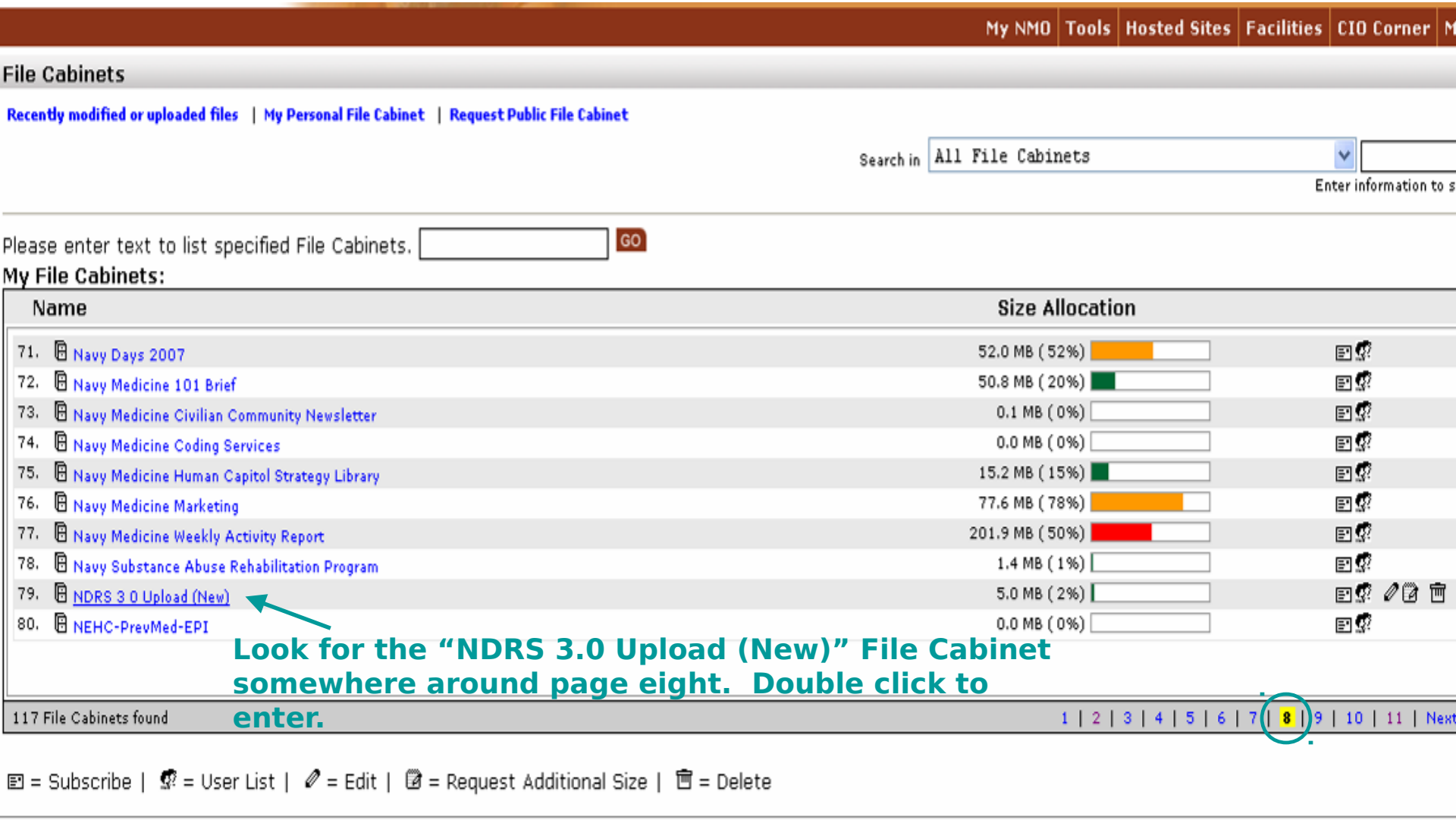
Upload MER's to NMO

After registration and access to file cabinet has been established,
users will now log into NMO, go to "My NMO" menu and click on "File Cabinets."


NAVY MEDICINE
World Class Care...Anytime, Anywhere
NMO has been granted an ATO from DAA!
Search
go
My NMO
Tools
Hosted Sites
Facilities
CIO Corner
My Profile
Log Off
CheckIn
Dashboard
File Cabinets
InSession
Survey
IDR
Discussion Forums
Welcome to NMO!
Good Afternoon,
Carla B Mason!
Last Logged: Nov 6, 2007
Change Profile
Color Theme: fall
Change Color Theme
Command: N.A.
Request Command Change
Email: carla.mason@med.navy.mil
View Business Card
Customer Support: Submit Feedback
View Customer Support Page
My Resource Kits
Customize Resource Kits using the customize( ) icon in the title bar above.
Welcome to NMO!
Welcome to Navy Medicine Online (NMO)!
components of NMO have been rearranged. Please check them out!
New color themes in Personalize
New tabs (i.e. Hosted Sites) and toolbars
Customize My NMO
To start customizing your My NMO page, you can either select elements from the dropdown boxes below, or you can read the quick start guide.
Contractors: To check in using OnTime, scroll down to the bottom of My NMO, select OnTime from either the right or left dropdown boxes, then click the "GO" button.
Key Command List
My File Cabinet
Request Public File Cabinet
NDRS 3 0 Upload (New)
NDRS zip drivers
TUTORIALS
NDRS Setup Files
MER UPLOAD FOLDER
Select up to five cabinets
My Profile

Upload MER's to NMO

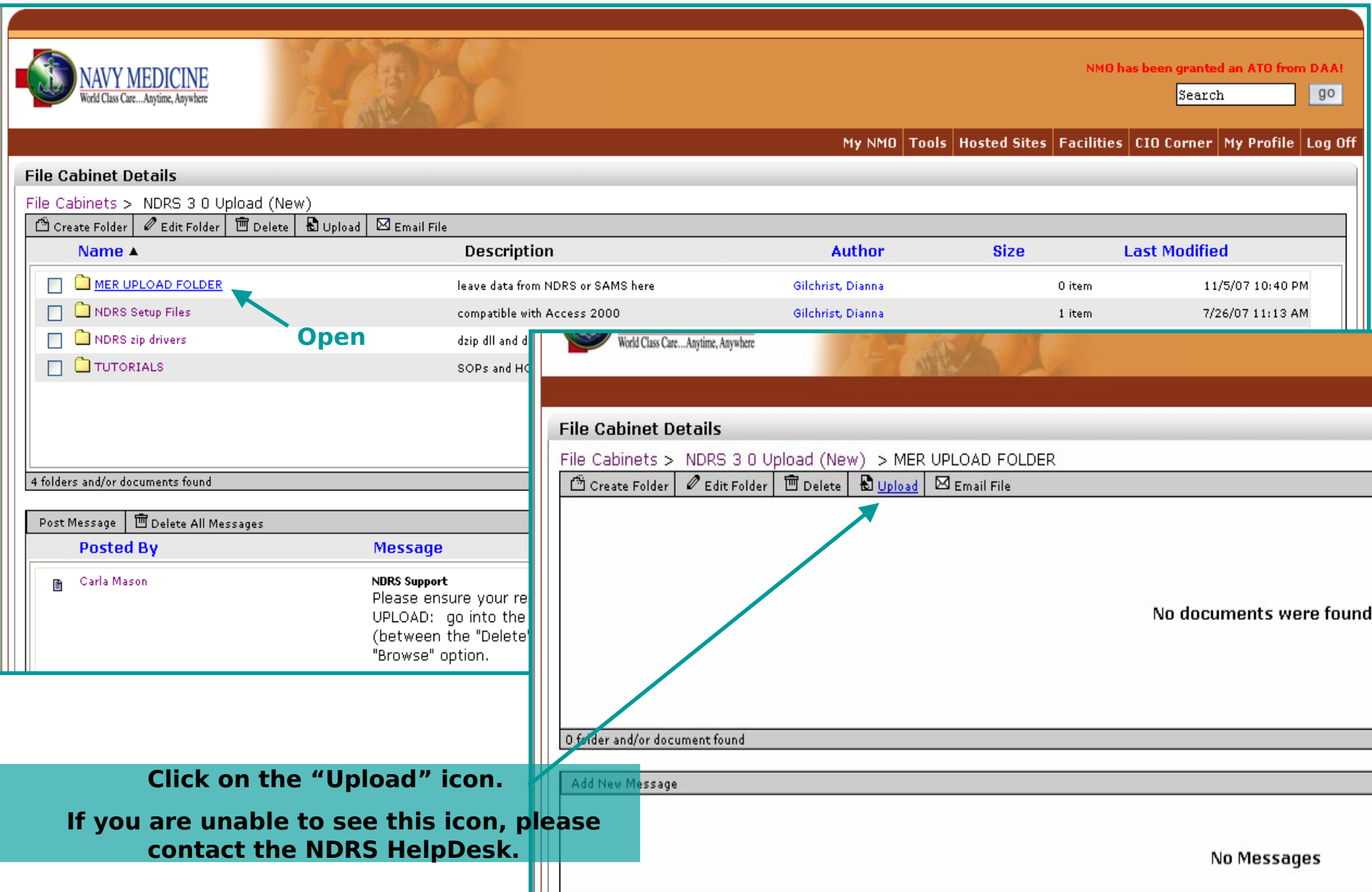
File Cabinets is a document sharing tool for authorized users to upload documents so others can view and download them. **You will not be able to see this file cabinet unless you've been added to the *NDRS User Upload Group* by the NDRS Administrator.**


My NMO
Tools
Hosted Sites
Facilities
CIO Corner
File Cabinets
Recently modified or uploaded files | My Personal File Cabinet | Request Public File Cabinet
Search in All File Cabinets
Please enter text to list specified File Cabinets.
GO
My File Cabinets:
Name
Size Allocation
71. Navy Days 2007 52.0 MB (52%)
72. Navy Medicine 101 Brief 50.8 MB (20%)
73. Navy Medicine Civilian Community Newsletter 0.1 MB (0%)
74. Navy Medicine Coding Services 0.0 MB (0%)
75. Navy Medicine Human Capitol Strategy Library 15.2 MB (15%)
76. Navy Medicine Marketing 77.6 MB (78%)
77. Navy Medicine Weekly Activity Report 201.9 MB (50%)
78. Navy Substance Abuse Rehabilitation Program 1.4 MB (1%)
79. NDRS 3 0 Upload (New) 5.0 MB (2%)
80. NEHC-PrevMed-EPI 0.0 MB (0%)
117 File Cabinets found
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Next
= Subscribe | = User List | = Edit | = Request Additional Size | = Delete

Look for the "NDRS 3.0 Upload (New)" File Cabinet somewhere around page eight. Double click to enter.

Upload MER's to NMO

The MER UPLOAD FOLDER is where you will upload your data file in .sams (SAMS), .txt, .doc, or .xls format.....win zipped if able.



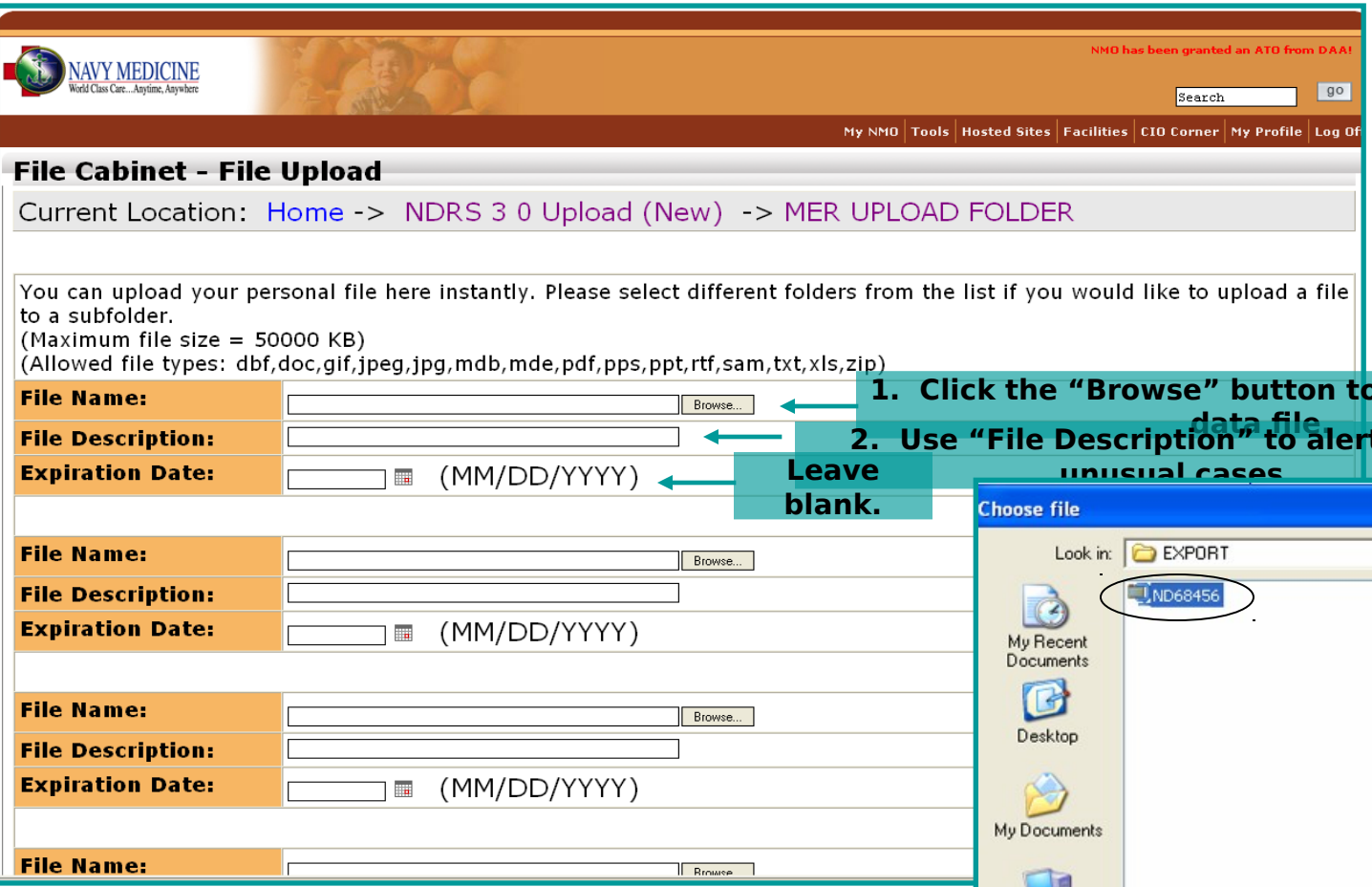
Click on the "Upload" icon.

If you are unable to see this icon, please contact the NDRS HelpDesk.

Upload MER's to NMO

Here is where you will retrieve your file from the EXPORT folder on your C:\ drive or server.

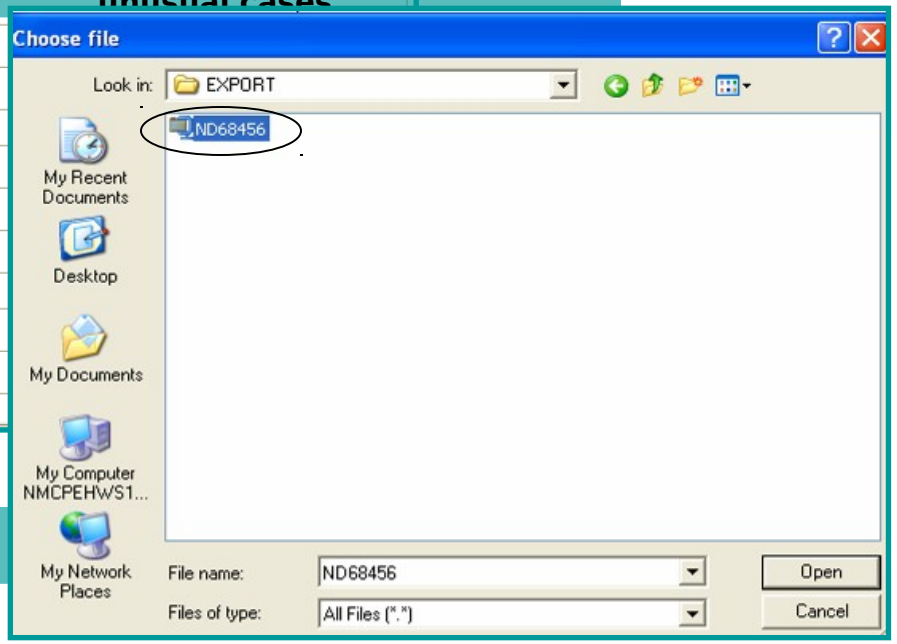
Try to name your file according to your UIC, i.e. "ND12345.doc" (12345 being your UIC).


NAVY MEDICINE
World Class Care...Anytime, Anywhere
NMO has been granted an ATO from DAA!
Search
go
My NMO | Tools | Hosted Sites | Facilities | CIO Corner | My Profile | Log Of
File Cabinet - File Upload
Current Location: Home -> NDRS 3 0 Upload (New) -> MER UPLOAD FOLDER
You can upload your personal file here instantly. Please select different folders from the list if you would like to upload a file to a subfolder.
(Maximum file size = 50000 KB)
(Allowed file types: dbf,doc,gif,jpeg,jpg,mdb,mde,pdf,pps,ppt,rtf,sam,txt,xls,zip)
File Name:
Browse...
File Description:
Expiration Date:
(MM/DD/YYYY)
File Name:
Browse...
File Description:
Expiration Date:
(MM/DD/YYYY)
File Name:
Browse...
File Description:
Expiration Date:
(MM/DD/YYYY)
File Name:
Browse...

1. Click the "Browse" button to navigate to your data file.

2. Use "File Description" to alert for any unusual cases.

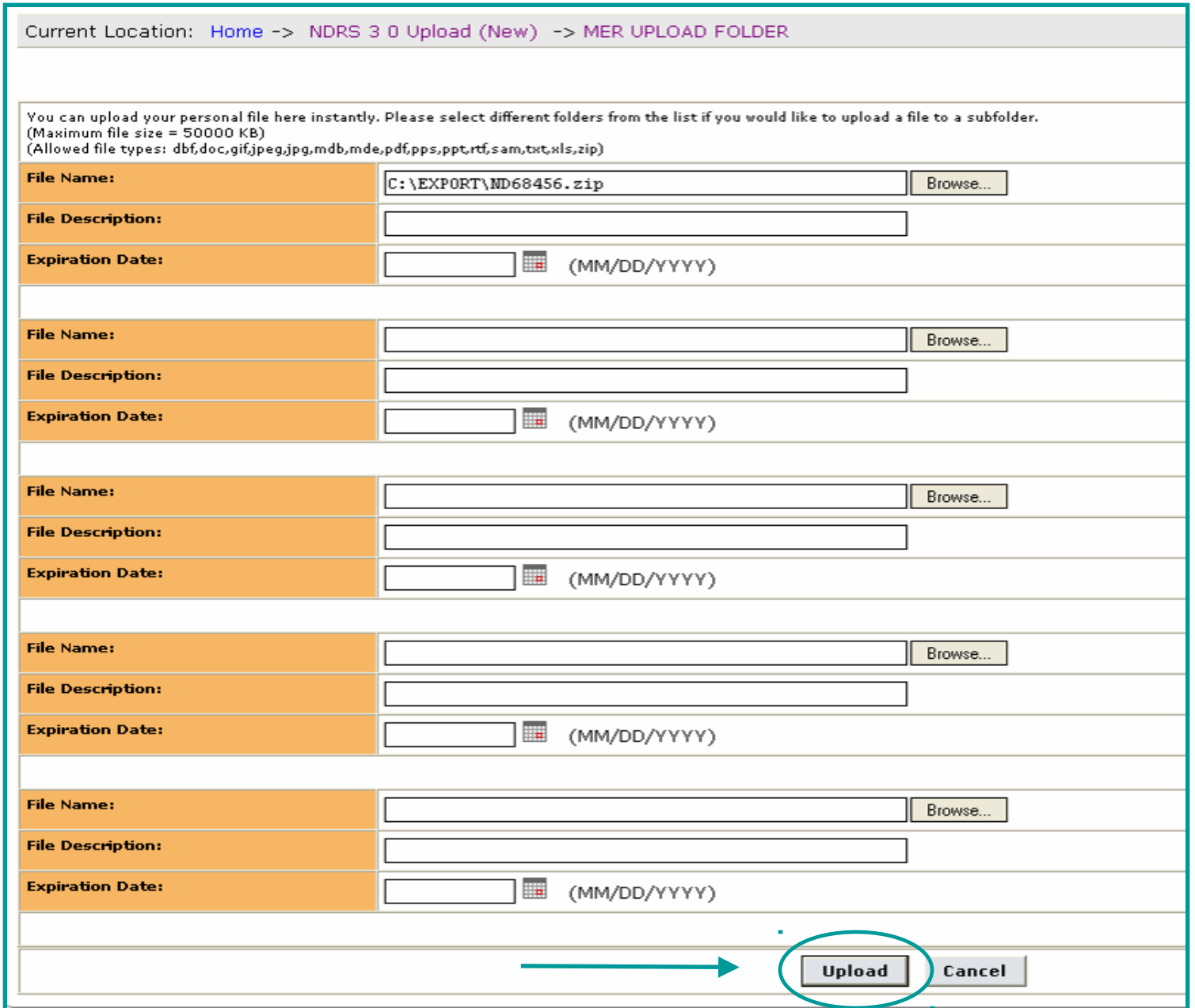
Leave blank.



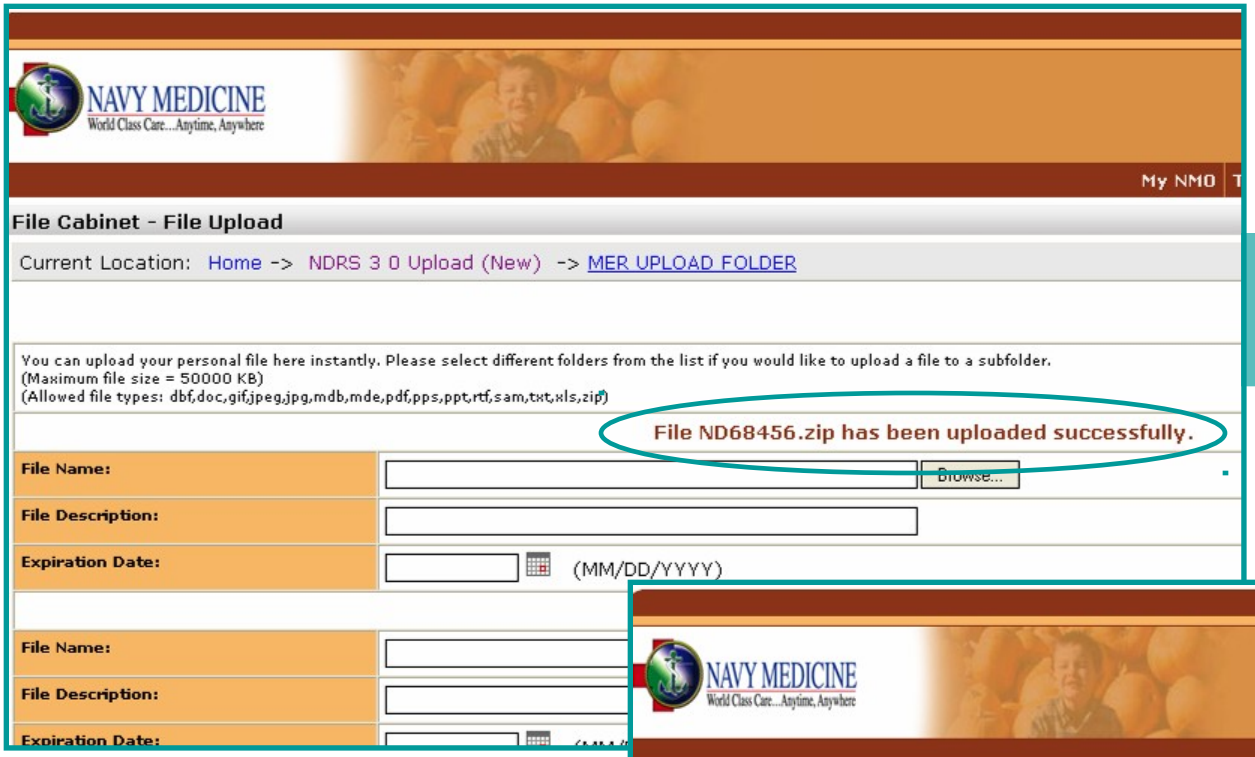
Ensure your exported file has been zipped and encrypted prior to uploading to NMO.

Upload MER's to NMO

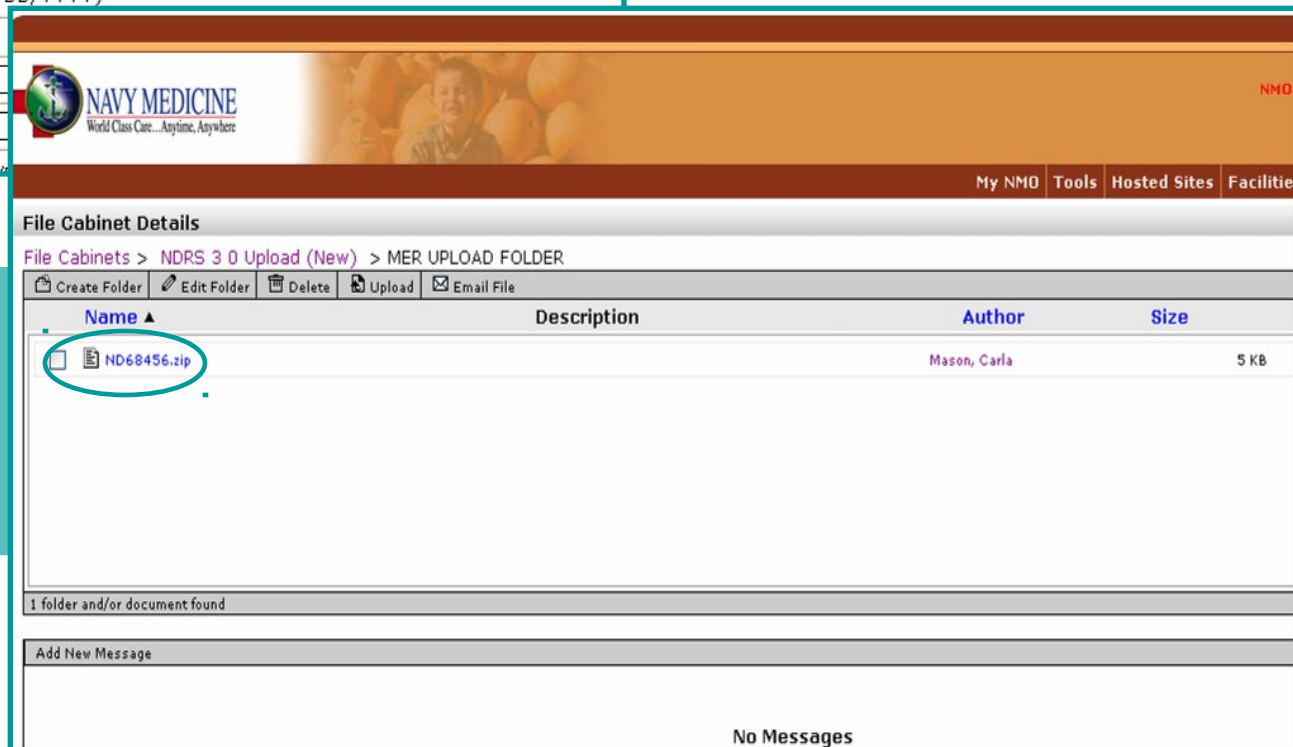
Once you've retrieved your data file, click on the "Upload" button.


Current Location: Home -> NDRS 3 0 Upload (New) -> MER UPLOAD FOLDER
You can upload your personal file here instantly. Please select different folders from the list if you would like to upload a file to a subfolder.
(Maximum file size = 50000 KB)
(Allowed file types: dbf,doc,gif,jpeg,jpg,mdb,mde,pdf,pps,ppt,rtf,sam,txt,xls,zip)
File Name:
C:\EXPORT\ND68456.zip
Browse...
File Description:
Expiration Date:
(MM/DD/YYYY)
Upload
Cancel

Upload MER's to NMO


NAVY MEDICINE
World Class Care...Anytime, Anywhere
My NMO
File Cabinet - File Upload
Current Location: Home -> NDRS 3 0 Upload (New) -> MER UPLOAD FOLDER
You can upload your personal file here instantly. Please select different folders from the list if you would like to upload a file to a subfolder.
(Maximum file size = 50000 KB)
(Allowed file types: dbf,doc,gif,jpeg,jpg,mdb,mde,pdf,pps,ppt,rtf,sam,txt,xls,zip)
File ND68456.zip has been uploaded successfully.
File Name:
Browse...
File Description:
Expiration Date:
(MM/DD/YYYY)
File Name:
File Description:
Expiration Date:

After successful upload, go back to the NDRS 3.0 File Cabinet/MER UPLOAD FOLDER for assurance that your report is posted.



You have finished!

Once the NDRS Administrator imports your records into the Global NDRS Database, you will receive a confirmation email stating the number of records received.

Adopt SOPs and create a Transmission Log

Use SOPs regularly to ensure consistent handling of data files, and to help personnel covering for the PMT. A transmission log is an excellent way to document data file submissions, and helps track the flow of information.

QUESTIONS?

- Who can upload through NMO? *Any registered user in NMO that has been added to the 'NDRS User Upload Group'.*
- Why is the 'Upload Group' necessary? *The file cabinet is private for PHI protection and requires "membership" to access. Users are allowed to upload but prohibits them from modifying or deleting any other user's files.*
- What is the purpose of the NMO File Cabinet? *Mainly used now for SAMS users and those with limited internet access. It allows users to perform a mass upload of their files biweekly or at earliest opportunity.*
    - *Notify your SMO and cognizant NEPMU per BUMEDINST 6220.12B for urgent reportable medical events. If you don't use SAMS, the Minimum MER Form can be used but must be win zipped and encrypted or password protected prior to upload(s).*
- How does my data get to my cognizant NEPMU? *Data submitted through NMO is collected by NMCPHC daily and uploaded to NDRSi. NEPMU personnel have access to this real time application and can view all reports.*

QUESTIONS?

- I've moved since I registered in NMO. Does that matter? *It doesn't affect your ability to upload files as long as you are registered in the 'NDRS Upload User Group', but NMCPHC will be unable to contact you if you don't change your email address within NMO.*

- I thought there was a password on the .sams data file that made it HIPAA compliant? *The password on the file does make it HIPAA compliant. Contact the NDRS help desk if password is needed; otherwise, email the password you assigned to file to help desk.*

- I'm a brand new PMT and have no idea how this works. What do I do? *Contact 'NDRS@nehc.med.navy.mil' by email after you have registered in NMO and arrangements will be made to set you up over the phone.*

More questions? *Pease contact the NDRS HelpDesk at NDRS@nehc.med.navy.mil*